

For DIS/PRD use only:

PROPERTY DISPOSAL APPROVAL REQUEST

For Information Technology Resources

**Department of Information Services
Policy and Regulation Division
360/902-3557 MS: 42440**

1	Agency: _____ Division: _____ Contact: _____ Phone No: _____			
2	Signature of Requester: _____		Title: _____	Date: _____
3	Resource to be Disposed of:			
	Item No.	Quantity	Description of Resource	Estimated Value
4	Disposal/Disposition Request: Surplus or Excess _____ Other (Specify) _____ Trade _____ Direct Transfer to _____			
5	PRD Approval: _____			Date: _____
6	Comments: _____			

Appendix A

INSTRUCTIONS

Property Disposal Approval Request For Information Technology Resources

Block 1	
Agency:	Use agency name.
Division:	Agency division designation for area where request originated. If request is for items in more than one division, indicate that it is a multi-divisional request.
Contact:	Name and title of person who could answer questions about the request.
Phone No.:	Phone number of contact person.
Block 2	
Authorizing Signature:	The agency's appointed designee for approving disposals of information technology equipment should sign here. In many cases this will be the information services manager but may also be an agency assistant director, property custodian, or some other designee.
Title:	Job title of person authorizing disposal.
Date:	Indicate date of authorizing for disposal.
Block 3	
Item No:	If applicable, may be either a state tag number, registration number, serial number, etc.
Quantity:	If item number column applies, this will generally be 1. In cases where item number column does not apply, indicate the appropriate quantity number. Example: 20 copies of WordPerfect software or 10 Epson LX-66 printers.
Description:	Indicate major classification such as PC software, mainframe disk drive, front-end processor, PC printer, etc. If there are several items for disposal within a major classification, indicate brand, model, size or any distinguishing characteristics that could answer questions about compatibility with other equipment or usefulness to another party.
Estimated Value:	Agencies shall estimate the value of IT equipment as the higher of the market value (when available) or depreciated value. To calculate the current depreciated value of the equipment use the straight line method of depreciation and a useful life of no more than five years.
Block 4	Mark appropriate box.
Block 5	
PRD Approval:	This block would only be completed if the document is submitted to DIS.
Date:	PRD staff to indicate date of approval.
Block 6	
Comments:	May be used by requesting agency to explain why items are no longer needed or need to be disposed of. May also be used by PRD to explain why a disposal request was denied.

Appendix A

